



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 14, no. 19

GP 3.16/3-2:14/19

September 15, 1993

## New Designation for Separate Shipping Lists

As of August 16, 1993, separate shipping lists are designated as such with a letter "S" at the end of the number, i.e. 93-0458-S.

Separates are documents in paper format that will not fit into the standard shipping boxes. In the past, these separate shipping lists were numbered in the same sequence as paper shipping lists, i.e. 93-0425-P (paper); 93-0426-P (separate); 93-0427-P (paper), etc.

GPO's Library Programs Service distributes Federal publications to depository libraries in several formats: paper, microfiche, and electronic (primarily compact disc).

For each type of material, numbered shipping lists are prepared. The first part of the number represents the year. A hyphen and a consecutive number are followed by another hyphen and the letter designating the type of material contained in the shipping list, i.e. 93-476-P. Designation letters in use are: P for paper, M for microfiche, E for electronic, and now S, for separates.

The new designation for separates was required by a change from manual (typewriter) to automated (PC) production of the separate shipping lists.

For the remainder of 1993, paper and separate shipping lists will continue to share the same numerical sequence, i.e. 93-0457-P, 93-0458-S, 93-0459-P, etc. Beginning in January 1994, however, paper and separate shipping lists will be numbered separately, as is currently the case with paper, microfiche, and electronic shipping lists. Each sequence will commence with the number 1, i.e.:

94-001-P	94-001-S
94-002-P	94-002-S
94-003-P	94-003-S

As of August 26, 1993, LPS has shipped three separate shipping lists with the S designation:

93-0458-S	dated Aug. 16, 1993
93-0464-S	dated Aug. 17, 1993
93-0471-S	dated Aug. 19, 1993

The number 0471 was inadvertently applied to a paper shipping list as well: 93-0471-P. Neither shipping list number will be corrected, however, as they are distinguished from each other by the letter designations.

Another change in the separate shipping lists is that package numbers will no longer be shown for each separate package. However, the total number of separate packages in a shipment will still be indicated.



## **Please Claim Core List Titles Only**

*[The following announcement was sent to all depositories on August 20, 1993.]*

New guidelines for claiming documents have been in effect since March 1, 1993, when the Library Programs Service announced a new claims policy in Administrative Notes (v. 14, #5, 2/28/93). The policy established a "core list" of titles that could be claimed through LPS. An update to the list appeared in the April 15, 1993 issue of Administrative Notes (v. 14, #8).

### **Many libraries are still claiming titles that are not on the claims core list.**

LPS treats claims that do not follow the policy as invalid and returns them to the originating libraries. Determining invalid claims and returning them uses up scarce LPS staff resources needlessly.

We have made some procedural changes in our Claims Section that will allow us to more accurately and efficiently fulfill your claims. **We will honor all requests for claims core list titles** up to the limit indicated in the claims policy statement in the February 28, 1993 Administrative Notes.

But in order for the claims policy to be successful, we need your cooperation. Please review the new claims policy and claim core list titles only.

Thank you!

J.D. Young  
Director, Library Programs Service



## **Don Fossedal, Former Superintendent of Documents, Dies**

Donald E. Fossedal, who was Superintendent of Documents from 1985 through 1990, died on August 24 in Washington DC while jogging. He was known to documents librarians through his participation in many documents-related events and through his active interest in documents issues. Fossedal was a retired Captain in the U.S. Navy and was buried with full military honors in Arlington National Cemetery. His colleagues, associates, and friends enjoyed his good humor and open, friendly style, and they will miss him.

---



### **Help Us Get the Answers to You!**

When sending an inquiry form to LPS to notify us of a problem related to the classification number assigned to a document or concerning a cataloging decision or issue, there are several things you can do to help our staff identify and solve the problem. These helpful steps are:

1. Send a photocopy of the cover of the document(s) in question.
2. If you can't send a photocopy, note the title, series, date, and other pertinent information about the document(s) on the inquiry form.
3. Send a printout of the OCLC record(s) for the document(s) in question.
4. If you can't send a printout, note the OCLC record number(s) on your inquiry.
5. For microfiche, send a printout of the cover page, rather than a photocopy of the microfiche header.
6. If you can't send a printout of the microfiche cover page, send us all the identifying information from the cover page.

Documentation is especially important when reporting that the same classification number has been assigned to two titles. Please send the complete documentation on both titles.

Remember, GPO does not have a documents collection, and our staff cannot retrieve documents to solve classification or cataloging problems. We rely entirely on the information supplied by you! We can respond to your inquiries much faster if we have all the needed information on the inquiry form.

---





## Acting Public Printer Names Five to Depository Library Council

Acting Public Printer Michael F. DiMario has named five new members to the Depository Library Council to the Public Printer. The Depository Library Council consists of 15 representatives of the Government information community, who serve for a term of 3 years. Each year, five members are appointed by the Public Printer. The newly appointed members will be introduced to Council activities and procedures at the fall 1993 meeting in Chicago.

The new members bring diversified experience to the Council. They are: Cynthia Etkin, Western Kentucky University; Linda M. Kennedy, University of California, Davis; Wilda Marston, past chair, Anchorage Library Advisory Board; Daniel P. O'Mahony, Brown University; and Bobby C. Wynn, Fayetteville State University, NC.



### Depository Library Council Members For FY 1994

#### Term Expires September 30, 1994:

Miriam A. Drake  
Dean and Director of Libraries  
Georgia Institute of Technology  
Atlanta, GA 30332-0900  
Voice: (404) 894-4510  
Fax: (404) 894-6084  
E-Mail: mdrake@gtri01.Bitnet  
mdrake@gtri01.Gatech.Edu

Beth Duston [Chair-Elect]  
President  
Information Strategists  
814 Elm St.  
Manchester, NH 03101

Voice: (603)624-8208  
Fax: (603) 624-8222  
E-Mail: 71163.1402@Compuserve.Com

Kay Schlueter  
Director, State Law Library  
Price Daniel Senior Bldg.  
PO Box 12367  
Austin, TX 78711  
Voice: (512) 463-1722  
Fax: (512) 463-1728

Honorable Richard J. Varn  
State Senator  
3163 Sandy Beach Road, NE  
Solon, IA 52333  
Voice: (319) 363-9196 (W)  
(319) 848-7533 (H)

John H. Weiner  
Energy Information Administration  
U.S. Department of Energy  
EI-23, Room BG057 Forrestal Bldg.  
Washington, DC 20585  
Voice: (202) 586-6537  
Fax: (202) 586-0114

#### Term Expires September 30, 1995:

Dr. William C. Cassell  
President  
Heidelberg College  
310 E. Market St.  
Tiffin, OH 44883  
Voice: (419) 448-2202  
Fax: (419) 448-2124  
E-Mail: wcassell@heidelberg.Edu

Mr. William W. Ellis  
Associate Librarian for Science &  
Technology Information  
Library of Congress LM-611  
Washington, DC 20540  
Voice: (202) 707-6928  
Fax: (202) 707-2829  
E-Mail: well@seq1.Loc.Gov

**Term Expires September 30, 1996:**

Ms. Cynthia Etkin  
Government Services Supervisor  
Helm-Cravens Library  
Western Kentucky University  
Bowling Green, KY 42101  
Voice: (502) 745-6175  
Fax: (502) 745-5943  
E-Mail: etkin@wkyuvm.Bitnet

Ms. Carol D. Gordon  
Asst. Coordinator  
General Materials and Services Dept.  
Milwaukee Public Library  
814 West Wisconsin Ave.  
Milwaukee, WI 53233  
Voice: (414) 278-2167  
Fax: (414) 278-2137

Ms. Linda M. Kennedy  
Head, Government Documents Dept.  
Shields Library  
University of California, Davis  
Davis, CA 95616  
Voice: (916) 752-1624  
Fax: (916) 752-3148  
E-Mail: lmkenedy@ucdavis.Edu

Ms. Judith Rowe  
Manager of Research Services  
Princeton University Computing and  
Information Technology  
87 Prospect Ave.  
Princeton, NJ 08544  
Voice: (609) 258-6052  
Fax: (609) 258-3943  
E-Mail: judith@pucc.Bitnet

Ms. Wilda Marston  
2001 Turnagain Parkway  
Anchorage, AK 99517  
Voice: (907) 248-4793

Mr. Daniel P. O'Mahony  
Government Documents Coordinator  
John D. Rockefeller, Jr. Library  
Brown University  
Providence, RI 02912  
Voice: (401) 863-2522 (W)  
(401) 273-0529 (H)  
E-Mail: ap201159@brownvm.Brown.Edu

Mr. John (Jack) H. Sulzer  
Head, General Reference Section  
Pennsylvania State University  
E108 Pattee Library  
University Park, PA 16802  
Voice: (814) 865-3819  
Fax: (814) 865-1015  
E-Mail: jhs@psulias.Bitnet (work)  
u19@psuvm.Bitnet (home)

Mr. Bobby C. Wynn  
Director of Library Services  
Fayetteville State University  
Charles W. Chesnutt Library  
1200 Murchison Rd.  
Fayetteville, NC 28301-4298  
Voice: (919) 486-1232  
Fax: (919) 486-1746  
E-Mail: prbwynn@hazel.Fsufsy.Edu



## Special Offer on Selected Documents

*[The following announcement was sent to all depositories on August 26, 1993.]*

LPS has limited quantities of documents which it is making available to depository libraries on a first come, first served basis. Libraries may request any of the titles listed below by marking these sheets and returning them by mail or fax **before September 30, 1993**.

LPS will send one copy of any requested title for which stock is still available. When stocks are exhausted, no notification will be sent, due to limited staff.

The list below shows the title, the number of copies in stock, and the class number. To order, please circle the title and the individual part, if more than one part is listed. For example, circle **Cumulated Index Medicus** and **Vol. 33, 1992 #1**.

Title	Qty	Class No.
<b>1. Cumulated Index Medicus</b>		HE 20.3612/3:
Vol. 33, 1992 #1	29	
#2	30	
#3	29	
#4	30	
#5	30	
#6	29	
Note: Not Complete Set		
Vol. 34, 1993 #4	26	
<b>2. Index Medicus</b>		HE 20.3612:
May 1993 Vol. 34 #5	20	
June 1993 Vol. 34 #6	14	
<b>3. Abridged Index Medicus</b>		HE 20.3612/2:
Vol. 24 #4 April 1993	12	
Vol. 24 #5 May 1993	9	
Vol. 24 #6 June 1993	12	

Fax to: (202) 512-1431  
or (202) 512-1429

Library Number \_\_\_\_\_

or

Mail to: Special Offer  
U.S. G.P.O.  
Library Programs Service (SLDM)  
Washington, DC 20401

Library Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

*Special Offer List - August 25, 1993*

<b>4. NLM Current Catalog</b>		HE 20.3609/2:992/4
Oct-Dec 1992	40	
<b>5. Official Gazette Patents</b>		C 21.5:
Jan. 12, 1993	13	
Mar. 16, 1993	17	
Mar. 23, 1993	12	
Mar. 30, 1993	17	
May 4, 1993	11	
May 18, 1993	6	
May 25, 1993	11	
June 1, 1993	10	
June 8, 1993	18	
<b>6. Official Gazette Trademarks</b>		C 21.5/4:
Oct. 22, 1992	31	
March 23, 1993	22	
March 30, 1993	52	
April 13, 1993	18	
April 27, 1993	15	
July 20, 1993	12	
<b>7. U.S. Treaties &amp; Other International Agreements</b>		S 9.12:35/PT.1
Vol. 35, Part 1	13	
<b>8. Part 25 Airplanes</b>	12	TD 4.6:25/990
<b>9. Medicaid Vol. 11 State by State Profiles</b>	5	HE 22.12/2:992
<b>10. Decisions &amp; Orders of the National Labor Relations Board</b>		LR 1.8:
Vol. 302	7	
Vol. 303	20	
Vol. 304	13	
<b>11. Principles of Federal Appropriations Law 1992</b>		GA 1.14:F 31/992/V.2
2nd Edition Vol. 11	8	

Fax to: (202) 512-1431  
or (202) 512-1429

Library Number \_\_\_\_\_

or

Mail to: Special Offer  
U.S. G.P.O.  
Library Programs Service (SLDM)  
Washington, DC 20401

Library Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_



*Special Offer List - August 25, 1993*

- |   |    |                     |
|---|----|---------------------|
| <b>12. International Narcotic Control Strategy Report</b>   |    | S 1.146:993         |
| April 1993  | 17 |                     |
| <b>13. Proceedings, Scientific Results, Ocean Drilling Program</b>                                    |    | NS 1.38/2:131/SCIE. |
| Vol. 131  | 18 |                     |
| <b>14. Energy Research Abstracts</b>  |    | E 1.17:18/4         |
| Vol. 18 #4 April 1993   | 10 |                     |
| <b>15. Three Battles: Arnaville, Altuzzo, &amp; Schmidt</b>   | 16 | D 114.7:B 32/993    |
| <b>16. Letters of Delegates to Congress 1774-1789</b>   |    | LC 1.34:20          |
| Vol. 20   | 8  |                     |
| <b>17. Publications of the U.S. Geological Survey</b>   |    | I 19.14:992         |
| 1992  | 18 |                     |
| <b>18. DODISS July 1992</b>   |    |                     |
| Part I  | 16 | D 1.76:992/PT.1     |
| Part II   | 18 | D 1.76:992/PT.2     |
| <b>19. Petroleum Geology of the Devonian &amp; Mississippian Black Shale of Eastern North America</b> | 16 | I 19.3:1909         |

For fastest service, fax this form to: (202) 512-1431 or (202) 512-1429.

**\*\*\* Please fill in your library number and address on each sheet returned to LPS. \*\*\***

Fax to: (202) 512-1431  
or (202) 512-1429

Library Number \_\_\_\_\_

or

Mail to: Special Offer  
U.S. G.P.O.  
Library Programs Service (SLDM)  
Washington, DC 20401

Library Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_



# Recommended Minimum Technical Guidelines for Federal Depository Libraries

Revised August 1993

In order to remain current with advances in personal computer (PC) technology, LPS has revised its "Recommended Minimum Technical Guidelines" for the second time. Although these are recommendations, rather than requirements, LPS strongly encourages depositories to install microcomputer workstations that meet at least these minimum standards, in order to provide access to the electronic products distributed through the Federal Depository Library Program.

## Minimum Workstation Configuration

Computer	IBM Compatible 486DX computer operating at 33Mhz
Memory	8 or More Megabytes of RAM; expandable to 16 Meg or more
Floppy Disks	Both 3.5" High Density and 5.25" High Density
Hard Disk Drive	160 to 350 Megabyte capacity; 15ms or less access time; IDE or SCSI interface
Expansion	Minimum of three free expansion bus board slots; 1 or more additional hard drive bay(s) desirable; 2 serial and 1 parallel ports; consider an available ZIF (zero insertion force) CPU upgrade socket
Display	Super VGA compatible, 15" Monitor with at least 70Mhz vertical refresh rate at super VGA resolution (800X600) non-interlaced, 0.32 or smaller Dot Pitch; display card which supports 800X600 resolution at 70Mhz or faster
CD-ROM Drive	Single or Multiple platter drive compatible with ISO 9660 standard; consider the Multi-Media supporting standards [300 K/byte per second transfer rate, double speed support, CD-ROM XA support, include a 16 bit sound board for PC (Ad-Lib or Sound Blaster compatible)]
Printer	24 pin dot matrix; Epson or IBM Proprinter emulation compatible. Consider purchase of low cost color dot matrix printers for Multi-Media output or low cost laser printers for high resolution graphics (HP compatible).
Pointing Device	Microsoft compatible mouse or similar pointing device to support programs and Microsoft Windows

Modem	9600 Bps, meeting V.32,V.42,V.42bis or MNP 5 standards and compatible with Hayes "AT" command set
-------	---

## Software

Operating System	MS-DOS 5.0 or later; Device driver for CD-ROM drive and MS-DOS CD-ROM extensions. Consideration should be given to the purchase of Microsoft Windows 3.1 environment since many programs now require it
Database	dBASE file format compatible or dBASE and ASCII comma delimited file importing Database Management Software; useful to have fixed field format (SDF) importation ability as well
Spreadsheet	Lotus .WK1 file format compatible software; support for other popular formats such as Excel and Quatro Pro useful as well
Word Processing	Software capable of importing major text file formats (Ami Pro, WordPerfect 5.1, Microsoft Word, Multimate etc.) and plain ASCII text files
Communications	Software package which offers "script" files to automate log-on procedures; and supports XMODEM and YMODEM file transfer protocols (ZMODEM and Kermit also desirable); several terminal emulations such as ANSI-BBS, TTY, VT-100; and 19200 bps transfer speeds; supports Hayes "AT" compatible modems

Costs	Range
Computer	\$1,700 - \$2,600
CD-ROM	\$300 - \$800
Printer	\$200 - \$1000
Modem	\$250 - \$600
Software	\$900 - \$1,500

## Rationale

The above configuration provides ample resources to handle multiple software and CD-ROM retrieval packages, yet is available at a reasonable cost. Current 486DX prices are only slightly higher than for the 486SX or 386DX computers. The ability to run 32 bit specific software in a graphical environment is desirable. Selection of the high end options mentioned in these specifications will help to delay the onset of obsolescence. The available system memory can be better utilized by a variety of software. The software recommendations should permit the use of most anticipated government produced products. Microsoft Windows 3.1 software is also easily supported by this configuration. Availability of both common floppy disk formats would accommodate all distributed disk formats and prevent unnecessary disk-to-disk transfers.

While this configuration should prove satisfactory, **it in no way suggests that a configuration superior to this should not be considered if affordable.** The speed at which the computer industry changes dictates that flexibility is a desirable quality in any hardware and software purchases. Systems which are more than adequate today are obsolete tomorrow.

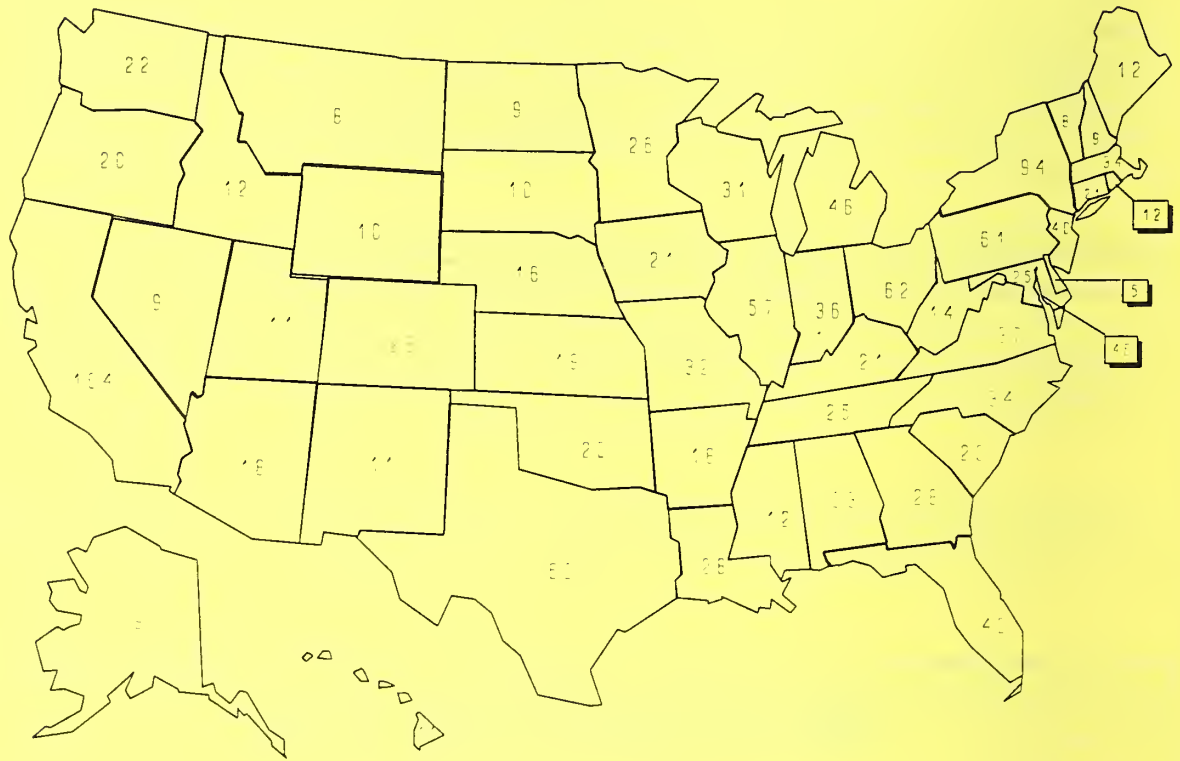


## ***Mark Your Calendar!***

### ***Upcoming Depository Library Program Events:***

- Nov. 1-3, 1993 . . . Fall Meeting, Depository Library Council
- April 20-22, 1994 . . 3rd Annual Federal Depository Conference
- April 23, 1994 . . . . Regional Depository Meeting
- April 25-27, 1994 . . Spring Meeting, Depository Library Council
- May 18-25 . . . . . 7th Annual Interagency Seminar

## Geographical Distribution of Depository Libraries As of August 27, 1993



American Samoa . . . . . 1  
 Commonwealth of the  
   Northern Mariana Islands . . 1  
 Federated States of Micronesia 1  
 Guam . . . . . 2  
 Puerto Rico . . . . . 5  
 Republic of Panama . . . . . 1  
 Virgin Islands . . . . . 2

**Total: 1398**





# Depository Library Inspection Schedule, September 1993

## Ohio: Joe Paskoski

Wed.	8	University Heights . .	John Carroll U. Library
Thur.	9	Cleveland . . . . .	Cleveland State U. Library
Fri.	10	Cleveland . . . . .	Cleveland-Marshall College of Law Library
Mon.	13	Cleveland . . . . .	Cleveland Heights-University Heights Public Library
Tues.	14	Cleveland . . . . .	Cleveland Public Library
Wed.	15	Cleveland . . . . .	Case Western Reserve U. Library
Thur.	16	Cleveland . . . . .	Case Western U. Law School Library
Fri.	17	Cleveland . . . . .	Municipal Reference Library

## Pennsylvania: Robin Haun-Mohamed

Tues.	14	Blue Bell . . . . .	Montgomery County Community College Library
Wed.	15	Newtown . . . . .	Bucks County Community College Library
Thur.	16	Doylestown . . . . .	Bucks County Free Library
Fri.	17	Haverford . . . . .	Haverford College Library
Mon.	20	Philadelphia . . . . .	Free Library of Philadelphia
Tues.	21	Philadelphia . . . . .	St. Joseph's U. Library
Wed.	22	Cheyney . . . . .	Cheyney U. Library
Thur.	23	Swarthmore . . . . .	Swarthmore College Library

## Illinois: Greta Boeringer

Wed.	15	Rockford . . . . .	Rockford Public Library
Thur.	16	DeKalb . . . . .	Northern IL U. Law Library
Fri.	17	DeKalb . . . . .	Northern IL U. Library
Mon.	20	Chicago . . . . .	IL Institute of Technology Law Library
Tues.	21	Lisle . . . . .	IL Benedictine College Library
Wed.	22	Wheaton . . . . .	Wheaton College Library
Thur.	23	Woodstock . . . . .	Woodstock Public Library
Fri.	24	Springfield . . . . .	IL GODORT Speech

## Tennessee/Mississippi: Sheila McGarr

Tues.	14	Nashville . . . . .	Fisk U. Library
Wed.	15	Nashville . . . . .	Public Library of Nashville
Thur.	16	Jackson, TN . . . . .	Lambeth U. Library
Fri.	17	Oxford, MS . . . . .	Speech at U. MS



## New Free Census Video Available to Depositories

A new 15-minute video, "The Census Comes Home," highlights 1990 Census results for African Americans, Hispanics, American Indians, and Asians and Pacific Islanders. It shows how people in these communities are using census information to create and sustain community development efforts. The program is designed for showing by community organizations and schools. It's available for free to depository libraries. To reserve your copy, please call or write:

Training, Education, and Marketing Staff  
Data User Services Division  
Census Bureau  
Washington, DC 20233-8300  
301-763-4309

The Census Bureau also has a limited supply of "Informing America: The Census Bureau at Work," another short film that describes how the Nation uses some of the facts and figures collected by the Census Bureau. If you didn't order one earlier this summer, you can still request a free copy at the address/phone number listed above.



### Update to the List of Classes

August 31, 1993

1993-14

Class no.	Item no.	Change/Notice
C 99.331/2:	0616-K-01	Alaska Fisheries Science Center Quarterly Report. Change title to: Northwest Fisheries Science Center Quarterly Report.
TD 7.11/2:	0982-H-08	Change title from National Urban Mass Transportation Statistics to Safety Management Information Statistics (SAMIS).
TD 7.		The Urban Mass Transportation Administration became the Federal Transit Administration in 1991.

# Update to the Superseded List

August 27, 1993

1993-06

Class no.	Item no.	Title	Status
E 1.19/2:	0429-N	Energy Related Laboratory Equipment Catalog	Keep latest six months
HE 20.7315/2:	0494-K-08	Summary of Health Information for International Travel	Keep current year plus previous year
HE 20.7511:	0494-L-05	Summary of Sanitation of International Cruise Ships	Keep current year plus previous year

# Classification/Cataloging Update

August 31, 1993

1993-13

Item #	Class #	Shipping List #	Title	Change
0021-N	A 92.18/8:992	93-0693-M	Sheep and Goats, Total Sheep and Lamb Inventory Down 5%... Calendar Year 1992, LvGn1(2-93)	Change class to: A 92.18/8:993
0039-D	Y 3.C 73/5: 9-3/992/8	93-0831-M	Commodity Futures Trading Commission Commitments of Traders in Futures, Aug. 31, 1992	Change class to: Y 3.C 73/5: 9-3/992-8-31
0039-D	Y 3.C 73/5: 9-3/992-8	92-2539-M	Commodity Futures Trading Commission Commitments of Traders in Futures, Aug. 14, 1992	Change class to: Y 3.C 73/5: 9-3/992-8-14
0039-D	Y 3.C 73/5: 9-3/992-10	93-0625-M	Commodity Futures Trading Commission Commitments of Traders in Futures, Oct. 6 & 13, 1992	Change class to: Y 3.C 73/5: 9-3/992-10-6 & 13
0039-D	Y 3.C 73/5: 9-3/992-10-2	93-0628-M	Commodity Futures Trading Commission Commitments of Traders in Futures, Oct. 20 & 27, 1992	Change class to: Y 3.C 73/5: 9-3/992-10-20 & 27
0076-M	A 67.45:1-93	93-0213-P	Agricultural Trade Highlights, 1-93, Jan. 1993	Change class to: A 67.45:993/1
0076-M	A 67.45:2-93	93-0276-P	Agricultural Trade Highlights, 2-93, Feb. 1993	Change class to: A 67.45:993/2
0076-M	A 67.45:3-93	93-0309-P	Agricultural Trade Highlights, 3-93, Mar. 1993	Change class to: A 67.45:993/3



# Classification/Cataloging Update

August 31, 1993

1993-13

Item #	Class #	Shipping List #	Title	Change
0076-M	A 67.45:4-93	93-0345-P	Agricultural Trade Highlights, 4-93, Apr. 1993	Change class to: A 67.45:993/4
0076-M	A 67.45:5-93	93-0390-P	Agricultural Trade Highlights, 5-93, May 1993	Change class to: A 67.45:993/5
0076-M	A 67.45:7-93	93-0480-P	Agricultural Trade Highlights, 7-93, July 1993	Change class to: A 67.45:993/7
0080-G	A 13.28: D 64/3/993	93-0419-P	Dixie National Forest Travel Map, 1993	Change class to: A 13.28:D 64/6/993
0080-G	A 18.28: P 29/27/993	93-0440-P	Travel Map, Payette National Forest, July 1, 1993 through June 30, 1994	Change class to: A 13.28:P 29/27/993
0120	A 57.2:W 29/29	Unknown	Water Supply Outlook for Utah, June 1981	Change class to: A 57.46/6:981/6
0120	A 57.2:W 29/29	93-0524-M	A History of the Cooperative Water Yield Procedures Study Project, Research Report No. 403	Change class to: A 57.2:W 29/30
0110-A	A 82.82/2: P 93/992-93	93-0424-P	ASCS Commodity Fact Sheet, 1992-93 Dairy Price Support Program, June 1993	Change class to: A 82.82/2:D 14/992-93
0146	C 3.2:B 56/4	93-0405-P	Do You Know Which 1990 Products Contain Data on the American Indian, Eskimo, and Aleut Population?	Change class to: C 3.2:IN 2/14
0156-K-09	C 3.223/11: 1990 CPH-3-223 B/SEC.1	93-0377-P	1990 CPH-3-229 B, 1990 Census of Population and Housing, Population and Housing Characteristics for Census Tracts and Block Numbering Areas, Miami-Fort Lauderdale, FL, CMSA (Part), Miami-Hialeah, FL, PMSA, Section 1 of 2	Change class to: C 3.223/11:1990 CPH-3-229 B/SEC.1
0231-B-01	C 61.2:T 67/11	93-0413-P	U.S. Trade with Eastern Europe, 1988-1992, Highlights and Outlook for 1993	Change class to: C 61.2:T 67/11/993
0271	C 51.2:M 31/2	MF Unknown	Protection of West Indian Manatees (Trichechus Manatus) in Florida	Change class to: Y 3.M 33/3:2 M 31/2



# Classification/Cataloging Update

August 31, 1993

1993-13

Item #	Class #	Shipping List #	Title	Change
0271	C 51.2:M 31/3	MF Unknown	An Evaluation of Bone-Grow TH-Layer Counts as an Age-Determination Technique in Florida Manatees	Change class to: Y 3.M 33/3:2 M 31/3
0314-V	D 7.41: 993/V.1&2	93-0022-E	DLAPS Publications, Defense Logistics Agency Publishing System, Regulations, Manuals, and Handbooks, July 1993	Change class to: D 7.41:993/2/V.1&2
0315-A	D 5.19:993/1	93-0451-P	JFQ: Joint Force Quarterly Issue 1, Summer 1993	Change class to: D 5.20:993/1
0329	D 101.11: 10-8340-224-13 & P/993	93-0256-P	Operator's Organizational, and Direct Support Maintenance Manual, Including Repair Parts and Special Tools List Tent, Extendable, Modular. Reprint which includes current pages from changes 1 through 3	Duplicate. Correct class: D 101.11:10-8340-224-13 & P/991 SL 91-0595-P
0431-I-01	EP 1.2: SU 7/30/v.1	91-0598-P	Superfund Emergency Response Actions, v. 1	Change class to: EP 1.89/5:987
0431-I-01	EP 1.2: SU 7/30/v.2	91-0601-P	Superfund Emergency Response Actions, v. 2, June 1988	Change class to: EP 1.89/5:988
0473-B-01	EP 5.2:P 43/7	92-0220-P	Pesticide Waste Disposal	Change class to: EP 5.2:P 43/13
0483-E-16	EP 4.2:EM 4/20	92-2887-M	National Air Pollutant Emission Estimates 1940-90	Change class to: EP 4.24:940-90
0516	HE 3.2:IN 2/7	93-0437-P	Studies in Income Distribution, no. 17: Reflections on the Income Estimates from the Initial Panel of the Survey of Income and Program Participation	Change class to: HE 3.67/12:17
0569-B-02	AE 1.102:H 62/3	93-0472-P	Historical Materials in the John Fitzgerald Kennedy Library 1993	Change class to: AE 1.102:H 62/2/993
0575	AE 2.110: 92-513/993	Unknown	Motor Vehicle Information and Cost Savings Act (Multi Public Law Listing)	Change class to: TD 8.2:M 85/32

# Classification/Cataloging Update

August 31, 1993

1993-13

Item #	Class #	Shipping List #	Title	Change
0612	I 49.2:EN 2/23	93-0318-P	Endangered Species: Endangered Means There's Still Time	Duplicate. Correct class: I 49.2:EN 2/20 SL 91-0808-P
0639-F-01	I 28.37/A 2: M 69/991	93-0407-P	Annual Report, Mississippi 1991	Change class to: I 28.37/A 2: M 69 I/991
0718-A	J 28.2:D 84/4	93-0477-P	Miami's "Drug Court" a Different Approach. 1993	Change class to: J 28.2:D 84/5
0742-D	JU 15.9: 91-580	93-0857-M	Charles R. Minshall, Appellant, V. Jesse Brown, Secretary of Veterans Affairs, Appellee (Memorandum Decision) Feb. 12, 1993	Change class to: JU 15.9:91-580/993
0745	L 1.2:F 22	93-0410-P	U.S. Farmworkers in the Post-IRCA Period Based on Data from the National Agricultural Workers Survey (NAWS), Mar. 1993	Change class to: L 1.2:F 22/4
0768-B-30	L 2.121/30: B 45/993	93-0437-P	Occupational Compensation Survey: Pay Only, Newark, New Jersey, Metropolitan Area, Jan. 1993	Change class to: L 2.121/30:N 42/993
0768-T	L 2.41/1-2:993/1	93-0445-P	Employment in Perspective: Minority Workers, First Quarter 1993	Change class to: L 2.41/11-2:993/1
0827	LR 1.17:4937	93-0478-P	National Labor Relations Board, Quarterly Breakdown of Net Backpay, Form NLRB - 4937, (July 1975)	Change item number to: 0827-B
0830-D	NAS 1.15:85015	Unknown	COMPAS-SARSAT Satellite Orbit Predictor, Volume 6, Oct. 1985	Change class to: NAS 1.15: 85015-VOL-6
0830-D	NAS 1.15:85015	89-0901-M	COMPAS-SARSAT Satellite Orbit Predictor, Volume 12, Oct. 1988	Duplicate. Correct class: NAS 1.15:85015-VOL-12
0964-B	T 22.44/2: 594/992	92-0427-P	The Collection Process Publication 594: A New Concept in Communication	Change class to: T 22.2:C 68/9
0964-B	T 22.44/2: 594/992-2	93-0063-P	Understanding the Collection Process, Publication 594, Rev. 8-92	Change class to: T 22.44/2:594/992



# Classification/Cataloging Update

August 31, 1993

1993-13

Item #	Class #	Shipping List #	Title	Change
0971	LC 3.4/2: 74/993/FEB.	93-0284-P	Circular 74, How to Make Compulsory License Royalty Payments Via Electronic Transfer of Funds, Feb. 1993	Change class to: LC 3.4/2:74/993
0971	LC 3.4/2: 75/993/FEB.	93-0284-P	Circular 75, The Licensing Division of the Copyright Office, Feb. 1993	Change class to: LC 3.4/2:75/993
0994-B	X/A:		Congressional Record (daily) P	Change class to: X 1.1/A:
0994-C	X/A:		Congressional Record (daily) MF	Change class to: X 1.1/A:
0110-A	A 82.82/2: P 93/992-93	93-0424-P	ASCS Commodity Fact Sheet, 1992-93 Dairy Price Support Program, June 1993	Change class to: A 82.82/2:D 14/992-93
0110-A	Y 4.F 76/1: F 76/6	93-0427-P	103-1 Jnt. Hrg., The North American Free Trade Agreement: Environment and Labor Agreements	Change class to: Y 4.F 76/1:F 87/6
1049-D	Y 3.AD 9/8: 2 R 26	93-0465-P	Federal Regulation of State and Local Governments: The Mixed Record of the 1980s	Change class to: Y 3.AD 9/8:2 R 26/38
1051-D-01	Y 3.IN 8/25: 17/5/993/ SPAN.	93-0374-P	Una Apertura a la Esperanza, Estudio de Cinco Organizaciones...	Change class to: Y 3.IN 8/25:2 H 77/993/SPAN.
1051-D-01	Y 3.IN 8/25: 17/3/993/ SPAN.	93-0744-P	El Sector de Los Pequenos Productores Agropecuarios del Uruguay: Socio Para el Desarrollo, 1993	Change class to: Y 3.IN 8/25: 16/1/993/SPAN.
1051-D-01	Y 3.IN 8/25: 17/4/993	93-0374-P	The Art of Association: NGOs and Civil Society in Columbia, 1993	Change class to: Y 3.IN 8/25:16/2/993
1051-D-01	Y 3.IN 8/25:17/2	92-0689-P	El Arte de Asociarse: Las ONG y la Sociedad Civil en Colombia, 1992	Change class to: Y 3.IN 8/25: 16/2/SPAN.
1061-K-01	Y 3.R 31/2:17/5/3	93-0965-M	RTC Review, v. IV, no. 3	Change class to: Y 3.R 31/2:17/4/3

# Contractor-Issued Microfiche Shipping Lists

September 1, 1993

1993-08

Shipping List #	Shipping List Date	Contractor	Contract #
93-0876-M	07-12-93	IPI	795
93-0878-M	08-02-93	IPI	795
93-0878-M	07-12-93	IPI	795
93-0902-M	07-19-93	IPI	795
93-0902-M	07-19-93	IPI	795
93-0903-M	07-19-93	IPI	795
93-0940-M	07-19-93	IPI	795
93-0906-M	07-19-93	IPI	562
93-0927-M	08-20-93	MICROFORM	532
93-0928-M	08-20-93	MICROFORM	532
93-0929-M	08-20-93	MICROFORM	532
93-0932-M	08-20-93	MICROFORM	532
93-0931-M	08-20-93	MICROFORM	354
93-0932-M	08-20-93	MICROFORM	354
93-0933-M	08-20-93	MICROFORM	354
93-0934-M	08-20-93	MICROFORM	354
93-0936-M	08-20-93	MICROFORM	613
93-0937-M	08-20-93	ANACOMP	456
93-0938-M	07-29-93	ANACOMP	456
93-0939-M	08-02-93	ANACOMP	456
93-0940-M	08-02-93	ANACOMP	456
93-0941-M	08-02-93	ANACOMP	456
93-0943-M	08-02-93	ANACOMP	456
93-0944-M	08-02-93	ANACOMP	456
93-0945-M	08-03-93	ANACOMP	456
93-0946-M	08-03-93	ANACOMP	456
93-0947-M	08-03-93	ANACOMP	456
93-0948-M	08-03-93	ANACOMP	456
93-0949-M	08-06-93	ANACOMP	456
93-0950-M	08-06-93	ANACOMP	456



# Contractor-Issued Microfiche Shipping Lists

September 1, 1993

1993-08

Shipping List #	Shipping List Date	Contractor	Contract #
93-0951-M	08-06-93	ANACOMP	456
93-0952-M	08-06-93	ANACOMP	456
93-0953-M	08-06-93	ANACOMP	456
93-0954-M	08-06-93	ANACOMP	456
93-0955-M	08-06-93	ANACOMP	456
93-0956-M	08-06-93	ANACOMP	456
93-0957-M	08-06-93	ANACOMP	456

## Separate Paper Shipping Lists

September 1, 1993

1993-04

Shipping List #	Shipping List Date	Distribution Date
93-429-P	08-02-93	08-04-93
93-429-P	08-02-93	08-04-93
93-430-P	08-02-93	08-04-93
93-431-P	08-02-93	08-04-93
93-432-P	08-02-93	08-04-93
93-458-S	08-16-93	08-19-93
93-459-P	08-16-93	08-19-93
93-460-P	08-16-93	08-19-93
93-463-P	08-17-93	08-27-93
93-464-S	08-17-93	08-20-93
93-471-S	08-18-93	08-23-93
93-476-P	08-20-93	08-25-93
93-488-P	08-26-93	08-25-93
93-489-P	08-26-93	08-27-93
93-491-S	08-27-93	08-30-93
93-492-S	08-27-93	08-30-93

## Table of Contents

New Designation for Separate Shipping Lists . . . . .	1
Please Claim Core List Titles Only . . . . .	2
Don Fossedal, Former Superintendent of Documents, Dies . . . . .	3
Help Us Get the Answers to You! . . . . .	3
Acting Public Printer Names Five to Depository Library Council . . . . .	4
Depository Library Council Members For FY 1994 . . . . .	4
Special Offer on Selected Documents . . . . .	6
Recommended Minimum Technical Guidelines for Federal Depository Libraries . . . . .	9
Mark Your Calendar! Upcoming Depository Library Program Events . . .	11
Geographical Distribution of Depository Libraries as of August 27, 1993 .	12
Depository Library Inspection Schedule, September 1993 . . . . .	13
New Free Census Video Available to Depositories . . . . .	14
Update to the List of Classes: 1993-14 . . . . .	14
Update to the Superseded List: 1993-06 . . . . .	15
Classification/Cataloging Update: 1993-13 . . . . .	15
Contractor-Issued Microfiche Shipping Lists: 1993-08 . . . . .	20
Separate Paper Shipping Lists: 1993-04 . . . . .	21



*Illustration from Open Forum on Children and Youth Services: Redefining the Federal Role for Libraries. U.S. National Commission on Libraries and Information Science, 1993. Y3.L 61:2 C 43*

*Administrative Notes* is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is generally published twice a month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*  
U.S. Government Printing Office  
Library Programs Service, SLL  
Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 512-1130